

Enhanced Study Rooms

Quick Start Guide

Library Technology Services

Enhanced Study Rooms Quick Start Guide

Contents

What are the Enhanced Study Rooms?	2
What's Available?.....	2
Computer Station.....	2
Printing Documents	3
To Print to the B/W Printers	3
To Print to the Color Printer	3
Trouble Shooting Guide	4
Computer	4
Vizio TV.....	4
Replacement Costs.....	5
Figure 1 Power/HDMI grommet	2
Figure 2 Wireless Keyboard on off switch location.....	2
Figure 3 PC on/off switch and USB ports	2
Figure 4 TV remote controller.....	4

What are the Enhanced Study Rooms?

The purpose of these rooms is to study with a small group of people, but with additional tools to facilitate studying. These enhanced study rooms are on the third floor of the library.

What's Available?

In the enhanced study rooms, there is a micro form factor (MFF) computer, TV display, as well as a chalkboard and/or whiteboard.

There is also a table that features a hub with a power outlet, a USB A and C charging port, and an HDMI port to connect to the TV. Bear in mind that patrons will need to supply their own cables.

Also, patrons can either bring their own laptop (given it has an HDMI port) or sign out an enhanced study room kit to use the MFF computer in the room.



Figure 1 Power/HDMI grommet

Computer Station

The MFF computer serves as an alternative to using a laptop or other personal device when presenting on the TV display. If you wish to use the MFF computer in any of these rooms, you will need to check out the enhanced study room kit.

1. Make sure to switch on the Logitech **keyboard**. The ON/OFF switch is in the upper-right corner of the keyboard.
2. Make sure the switch on the bottom of the Logitech wireless **mouse** is turned on. The switch will show green when it is on.
3. Turn on the OptiPlex 7040 by pushing the power button located on the unit.



Figure 3 PC on/off switch and USB ports

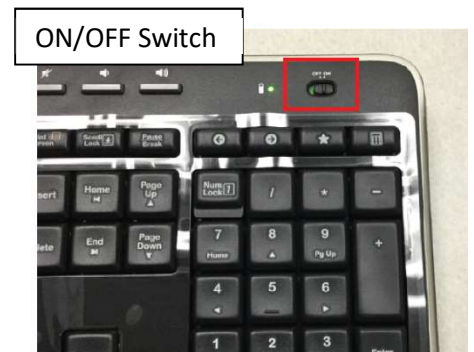


Figure 2 Wireless Keyboard on off switch location

4. If the login screen appears on the TV skip to step 5
 - Make sure the TV source is set to **PC**. The input names will be different across other TVs, but they are all HDMI inputs.
 - Push the **“input”** button on the top left of the Vizio remote. (There will be different sources listed—TV, HDMI, **PC**)
5. Once the login screen appears, enter your UHH username and password, and operate normally.
6. When you are done, turn off the computer by going to the start menu, clicking power, and “Shut down”.

The computer has the following software installed.

- Browsers
 - Google Chrome
 - Microsoft Edge
 - Mozilla Firefox
- Microsoft Office 2019 Standard
 - Word 2019
 - Excel 2019
 - PowerPoint 2019
 - OneNote 2019
 - Publisher 2019

Not included

Files must be backed up to a personal USB drive or any cloud storage (e.g., Google Drive, Gmail, etc.). Do NOT save anything to the computers—non-system files will be deleted on a regular basis.

Printing Documents

Students can print out their presentations and other documents to the GoPrint printers. The Black and White Printers are located on all three floors and a color printer is located on the main floor.

To Print to the B/W Printers

1. Select “5550BW” from the printer options in the application you are printing from
2. You will be prompted to enter your UHH username and password. Select your print job and click “send to print station”
3. If there are no errors, your print job will be waiting at one of the print stations. You must use a print card (either add money to your student ID or purchase a print card from the card vendor on the Main Level by the Circulation Desk) to access your print job. Prints are 10 cents per page.

To Print to the Color Printer

1. Select “LibraryColor” from the printer options from the application you are printing from
2. You will be prompted to enter your UHH username and password. Select your print job and click “send to print station”
3. If there are no errors, your print job will be waiting at the color print station located on the main floor. You must use a print card (either add money to your student ID or purchase a print card from the card vendor on the Main Level by the Circulation Desk) to access your print job. Prints are 50 cents per page.

Trouble Shooting Guide

Computer

Symptom	Solution
Keyboard not working	Make sure to press the keyboard power button located on the upper right of the keyboard. Also check if batteries are in correctly and working. If it still does not work, please inform the circulation desk and ask for new batteries.
Mouse not working	Make sure to slide the switch located on the bottom of the mouse to the on position, the switch will show green when on. Also, check if batteries are in correctly and working. If it still does not work, please inform the circulation desk and ask for new batteries.
Low or no volume	Turn up the volume on the desktop or by using the volume keys located on the keyboard, then turn up the volume on the TV by pressing the volume button on the Vizio remote.

Vizio TV

Symptom	Solution
No Display	Make sure that the TV is on: there is a white light by the power button on the TV, also make sure it is plugged in and the power strip is on.
Wrong Display	Make sure the input for the TV is correct by pressing the input button on the remote, and changing it according to what device you're using (PC, or HDMI or DVI for your own device.)
Low or no audio	Turn up the volume for the TV by using the volume buttons on the remote. Please note that DVI connections do not provide audio.
Remote not working	Make sure the remote has batteries. If it still does not work, please inform the circulation desk and ask for new batteries

Input Button

Power Button

Volume Control



Figure 4 TV remote controller

Replacement Costs

Enhanced Study Room (Equipment in the Room)

Part Description	Replacement Cost
Smart TV	\$425.00
Dell OptiPlex 7040 Micro	\$789.00
TV Display	\$250.00

Enhanced Study Room Kit (Equipment in the Kit Checked Out from Circulation Desk)

Part Description	Replacement Cost
Logitech MK520 Mouse and Keyboard set	\$29.99
Smart TV Remote	